

FRED S. KELLER

SCHOOL

APPLIED BEHAVIOR ANALYSIS CORP.

A NOT-FOR-PROFIT CORPORATION

Policies and Procedures

Parents/Caregivers

- Ensure that your child attends school regularly.
- Ensure that your child arrives on time for school.
- Contact the school if their child is unable to attend.

Absences

- **When your child will be absent due to personal reasons or illness, please email the school attendance@fredskeller.com or call/leave a message with the receptionist.** This alleviates any worries we may have when your child does not arrive at school and helps us with the proper staffing of classrooms. Our teachers wait for student drop off and busses in the morning, so please call the school as soon as possible if your child is going to be absent. Also, if you will be dropping your child off late or picking them up early, please let the school know.
- Students who have been out of school sick for 3 days must be cleared by a doctor to return to school.
- Students who have visited the emergency room or have had a medical procedure must be cleared by a doctor to return to school. The doctor's note must specify if the student is cleared for full physical activity or there are activities in which the student may not participate.
- If students are sent to school without a doctor's notes when a doctor's note are required, the bus company will be contacted that the student may not return to school until a doctor's note is in the school building clearing the student to return.

Extended holidays

- Any parent / caregivers who wish their child to be away from school during term time must notify the school by email of a planned vacation.

Sick Child Policy

In order to maintain a healthy school environment for all of our students and staff, we adhere to the following health guidelines:

A child who is not well should be kept at home by the parent/caregivers until fully recovered. In some circumstances, the teacher may feel that a child is not well enough to be in school and will make contact with the child's parent/caregivers to arrange for them to return home.

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It is each parent/caregiver's responsibility to ensure that their child is well enough to attend school. Any medication required must be administered by the parent/caregiver's, with the exception of Epi-pen. The Epi-pen administration must have written parental consent.

There is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it.

A child is considered ill if he/she has:

- A temperature greater than 100 degrees
- Undiagnosed body rash/ with or without a fever (requires a doctor's note to return to school)
- Diarrhea or Vomiting more than twice in a 24-hour period
- Green nasal discharge
- Eye discharge or pink eye (requires a doctor's note to return to school)
- Inflamed mouth or throat
- Coughing (high-pitched whooping sound after coughing, sneezing and/or other cold/flu symptom)
- Students must be fever-free and/or have had 0 instances of vomiting in a 24 hour period to return to school.
- **We do not use a child's temperature as the only indication of illness**, so if your child appears not to be themselves, their behavior is not typical and is accompanied by more than 1 loose bowel movement per day, excessive coughing, sneezing, runny nose, or general lethargy you will be called to come pick them up from school.
- Parents and/or caregivers must be able to pick up their children within 90 minutes of having been notified of student illness/severe discomfort. Please note that if you do not pick up your child after having received a phone call to do so, the Fred S. Keller School will request a program review with your district personnel to discuss a change of placement.
- If a caregiver claims he or she cannot pick up a child, a FSK employee will accompany the student in a taxi to a location of an approved caregiver as per the parent. FSK will bill the family for the cost of round-trip fare. This will also apply if a parent or caregiver has not picked up a student by 2:30pm.
- **When a student has been absent or sent home due to illness, we ask that they remain home until they are symptom-free for 24 hours.** In some cases, we may ask that you send a doctor's note in with your child upon his/her return. Our school is licensed by both the New York State Education Department and the Office of Children and Family Services.
- Department and the Office of Children and Family services to care for "well" children. We may call you to pick up your child even if they do not have an increase in temperature. Although this policy may seem like an inconvenience some of the time, please understand that it is only to protect our students and keep our staff healthy to better serve your child.

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All parents please adhere to FSK request of keeping or picking up your infant/child in case of suspected contagious illnesses.

Following these guidelines helps us to ensure a healthy school environment for all of our students and staff.

Notification of Changes

Please notify the school immediately of any important changes, such as medical history and contact information. It is critical that the school can reach parents in the event of an emergency.

Physicals

An annual physical is required for your child to be enrolled in school. The physical expires one year from the examination date.

Immunizations

An up-to-date immunization record must be on file for your child to be enrolled in school. If your child requires a series of shots, we require a letter or schedule of shots from your child's pediatrician for our records.

Prescriptions

If your child receives speech, occupational or physical therapy, a new prescription is required for each school year (the school year is from July-June). Services cannot be delivered without a prescription. A medical doctor is required to provide all of the necessary information requested on the prescription form.

Drop Off and Pick Up Procedures

Staff will retrieve the children at the downstairs area at 9:00, pick ups will begin at 2pm. Children should not arrive before 8:55am. Parents may wait in the downstairs area with the children until said time. Children are in the care of and are the responsibility of their parents or those who bring them to school until a staff member has retrieved them.

Parents may not accompany their children to class to avoid disruption of the morning transition. A staff member will be in the downstairs area to assist with sign-in and sign-outs. Please contact the school to advise them that you may or will be late.

Students are dismissed at 2:00 and cannot remain in classrooms after 2pm. If a student is not picked up by 2:10pm the parents will be charged \$1 a minute for daycare costs for each minute they are in our aftercare. School ends at 2pm sharp and our teachers and assistant have work to complete in preparation for the following school day.

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½ Day Student Pick up/Drop off or Early Pickups/Late drop offs

Parents/caregiver should pick up their child/children from the lobby area if he/she is being picked up or dropped off late (this includes ½ day students). If the regular parent/caregiver is not able to pick up the child, notice of this should be given to the school in writing, letting the school know who will pick up your child. In addition, it is advised that the person brings proper identification.

We request that you pick up your child on time each day unless prior arrangements have been made for them to be picked up early.

Special Diets/Medical Conditions

Parents have the option of sending meals and snacks daily. We do recognize that some children in our care are allergic to particular foods and must follow a specific diet. **If your child requires any special dietary provisions, please provide us with a note.** Also, please make sure your child's classroom teachers know how to detect and react to any possible medical conditions that may arise. Before any activity involving food, permission slips will be sent home for parents to indicate any allergy risks that may apply to their children.

Mealtimes

Each classroom has a refrigerator and microwave, as well as plates, cups, and utensils. The classroom staff will assist the students at meals as much as the staffing ratio allows. The classroom teacher will notify you if your child needs food that he or she can eat with greater independence or if he or she is not eating certain foods sent from home.

Open Door Policy

Our school does have an "open door policy" meaning you as a parent/caregiver may come in and observe how your child is doing at any time. Quite often when parents visit, our students may become upset, want to go with the parents or expect to leave with the parents. By notifying the classroom ahead of time, the teacher can try to arrange for you to observe without your child knowing so that you can avoid potentially disrupting the classroom and will be able to observe child's typical classroom interactions and behavior. We have an observation form that helps us to make the most out of your visit. We do ask that this is not done during the first two weeks of school to help with transitioning.

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Sending Supplies

Our teachers or staff will notify you if your child needs additional supplies in the classroom (diapers, wipes, extra clothing, etc.). Please send the items to the school in a timely manner.

Teacher Communication

Throughout the school day, our teachers are busy delivering instruction to the students. They will take the time to write in the communication notebook to let you know about your child's progress, achievements, and any important information. **The best method to communicate with the classroom is by writing in the communication notebook.** If you need to speak to the teacher, you can leave a message and he or she will call you between 8:00 to 9:00 or 2:30 to 3:15. Please do not ask to speak to your child's teacher during instructional hours; we cannot ask them to leave their classrooms during the school day. You can also communicate with the service providers through the communication notebook, and you can schedule a time to speak with them over the phone or schedule a session observation and a meeting.

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